

LOS ANGELES COUNTY SANITATION DISTRICTS

LIQUID WASTE DISPOSAL PROGRAM INSTRUCTIONS FOR NEW PERMIT HOLDER FOR WASTEWATER TRANSPORT TRUCK TO DISCHARGE TO THE SANITATION DISTRICTS' SEWERAGE SYSTEM

- 1. Truck Permit, Renewals and Vehicle Entry to Carson Station.** The upper right corner of the permit application provides you with your Company Number, Truck Decal Number, Permit Number (Company No. & Truck Decal No.) and the Expiration Date of the permit. The company number is required when making deposits to your account and when completing the uniform sewage manifest form for your waste loads. A copy of the permit must be kept on file at the office or with each vehicle. For renewals, place a copy of the signed renewal form or the Company and Vehicle Summary with the original permit and affix the new valid year sticker to the existing laminated decal. **All drivers for vehicles entering the Carson Station shall be pre-registered with the Los Angeles County Sanitation Districts** (Sanitation Districts). The permit application can be downloaded from the Sanitation Districts' Liquid Waste Disposal Website.
- 2. Printed Truck Decal and Electronic Decal Tag.** Please affix the printed decal to the back end of your vacuum tank in the upper left quadrant. Please mount the electronic decal tag on the back end of the truck chassis on the passenger side to be in line of sight with the electronic reader. The video camera and the electronic reader at the disposal stations will be directed at the back end of the vehicle. Bolts or rivets should be used to securely fasten each tag. (If the back end of the vehicle is also used to carry portable toilets, the decal and the electronic tag may be mounted at a different location to be visible to the camera and the electronic reader. A suitable location on the passenger side of the truck visible to the camera and electronic reader while passing under them is acceptable.) A \$25.00 deposit is required for each electronic decal tag. The deposit will be debited from your company account. The electronic tag is to be returned to the Sanitation Districts if the vehicle is sold, retired or no longer in use. The \$25.00 deposit will be credited back to your account upon return of the tag. Be careful not to damage the tag while removing it.
- 3. Deposits and Debits of Disposal Fee.** An account has been set up at the Sanitation Districts for your company with the truck permit. Please make a deposit to your account before using the Sanitation Districts' stations for waste disposal. An initial deposit of \$200.00 is recommended, and subsequent amounts of deposit and frequency can be based on usage. The fee for liquid waste disposal is debited from your account with each load. Deposits can be made by mail, online, or in person. A deposit by mail or online is preferred. If mailing a deposit, please send a check or money order to the Accounting Section, Sanitation Districts of Los Angeles County, P.O. Box 4998, Whittier, CA 90607-4998. Checks are to be made payable to the Los Angeles County Sanitation Districts. Include a Liquid Waste Disposal Fee Deposit Form with your payment to assure proper credit. Please note that there is a service charge of \$35 for returned checks. Notify the Sanitation Districts immediately when a check is returned at (562) 908-4288, extension 1105 or 1106 for the Accounting Section. The deposit form is available at the Sanitation Districts' Liquid Waste Disposal Website.

The Sanitation Districts' online payment system is set up to accept e-check or credit card payments. If you elect to use this system, the online payment system is accessed by following the steps listed below:

- Go to <https://www.lacsd.org/>
- Click on "How Do I?"
- Click on "Make an Online Payment"
- Click on "Liquid Waste Disposal Fee"
- Enter the zip code of your business mailing address and your liquid waste account number
- Enter relevant payment details

There is not a fee for an e-check payment, but there is a 2.17 percent processing fee for a credit card payment. Please note that our online system is unable to validate the information being entered, so please confirm the accuracy of all entries.

If you wish to make deposit in person, please come to the main entrance of the Sanitation Districts' Joint Administration Office, 1955 Workman Mill Road, Whittier, CA 90601, and leave payment with the security guard. The Office is located near the intersection of the 60 and 605 freeways. Take the Crossroads Parkway off-ramp from the Freeway 60 and follow Crossroads Parkway North to Workman Mill Road. The building is located at the intersection of Crossroads Parkway North and Workman Mill Road. Office hours are 7:30 a.m. to 4:00 p.m., Monday through Thursday and 7:30 a.m. to 3:30 p.m. Fridays, except holidays. Check or money order is accepted.

The total volume of your waste tank and the disposal station location you use determine the disposal fee for your waste load. It is calculated by multiplying the volume of the waste tank by the unit rate of disposal for the station. The fees for each of your vehicles at the stations are shown in the Company and Vehicle Summary sent to you with the new permit. For example, a tanker truck with a waste tank volume of 5,000 gallons disposing of waste at the Pomona station will incur a fee equal to 5,000 gallons times 5.5 cents per gallon or \$275.00 (Fiscal Year 2023/2024 rate). There is no longer a minimum charge for each station. The current rates for the different stations are as follow:

Carson and Pomona, 5.5 cents per gallon of tank capacity (as of 7/1/2023),
Santa Clarita (Saugus), 14.5 cents per gallon of tank capacity (as of 7/1/2023),
Lancaster, 13.7 cents per gallon of tank capacity (as of 7/1/2023)

Please maintain a sufficient balance in your account to ensure uninterrupted service and allow time for making deposits. Deposits made to your account are usually credited the same day received. You can verify your account balance on the receipt received from the disposal station, or by calling the Customer Service Group at (562) 908-4269 or lwaccounts@lacsdsd.org. The Sanitation Districts also send a Monthly Statement of Account Activities, listing the deposits and debits made to your account during the previous month. The statements are targeted for mail-out on the 25th of the following month.

4. **Uniform Sewage Manifest.** For every load including mixed loads, please complete the uniform sewage manifest for the sections on generator and waste information (i.e., the name, the address, and the phone number of the generator, the estimated waste volume, and the types of wastes), and on transporter and tank information. Incomplete information may cause your load to be rejected. A manifest book is provided with your new truck permit. Additional manifest books are available from the disposal stations.
5. **Types of Wastes Accepted.** The Sanitation Districts accepts septic tank, cesspool, trailer holding tank wastes, and portable toilet wastes for disposal. Hazardous wastes, industrial clarifier wastes, grease interceptor wastes, car wash clarifier wastes, and other non-hazardous industrial wastes are not accepted. In addition, rainwater, flooding water, fire-fighting water, groundwater, swimming pool water, and other non-sewage wastewater are generally not accepted. Sludge and effluent holding pond wastes from a wastewater treatment system are also not accepted. Please check with the local city to see if such water can be disposed of to the storm drain system after settling. The Sanitation Districts may consider accepting such non-sewage wastewater and such treatment system wastes for disposal after all other alternatives are exhausted. Prior approval is required. To apply for approval, contact the Liquid Waste Disposal Program Coordinator in the Industrial Waste Section via email at liquidwaste@lacsdsd.org.
6. **Top-of-Waste Tank Sampling Point, Adequate Hose Length and Cam-lock Fitting for Waste Discharge.** Please provide a sampling location at the top of the waste tank for collecting a column sample of the waste. It can be a hatch, a port, or similar opening of about 3-inches in diameter to fit the sampler. Please provide a 4-inch diameter hose with a cam-lock fitting to connect to the manhole to minimize spillage and emissions. A vehicle with side discharge valve shall provide a long enough hose to route the wastes to the back of the truck for discharge.
7. **Permit Conditions.** Please read the conditions and requirements of your permit given at the back of the permit form. PLEASE PROVIDE THIS INFORMATION TO ALL VEHICLE DRIVERS. An abstract of the requirements is given below:

Waste Discharge Requirements to Discharge Wastewater Only at Approved Locations

- To discharge only wastewater from septic tanks, cesspools, and portable toilets at the approved locations; discharge of other wastes is prohibited.
- To notify the Sanitation Districts immediately at (562) 908-4288, extension 2907, or (562) 437-6520 (after hours), in the event that material which might constitute a hazard was discharged.

Permitting Requirements

- To allow only one vehicle to discharge wastes with the permit; the permit, the laminated decal, and the electronic tag are not transferable to another vehicle.
- To apply for a new permit when there is a change in ownership of the company or of the vehicle.

Operations Requirements at Liquid Waste Disposal Station

- To completely wash out the waste tank after hauling hazardous, industrial, or other prohibited wastes.
- To cooperate at all times with Sanitation Districts' personnel for the inspection and sampling of wastewater transported for discharge at the station.